

MISSISSIPPI DIVISION OF MEDICAID

Eligibility Policy and Procedures Manual

CHAPTER 101 – Application and Redetermination Processes

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101.07.06 REQUESTING INFORMATION FROM THE APPLICANT

The applicant has the primary responsibility for providing documentary evidence to verify statements made on the application or to resolve any questionable information. When additional information is needed, the applicant must be given written notice of the actions he must take to complete the eligibility process.

This includes a written interview appointment when an application is received by mail or the applicant is unable to complete the interview on the day the application is filed and an interview is required or requested.

When an appointment must be scheduled or additional information is needed to complete the application process, the specialist will take action based on program type to ensure applicants are provided a reasonable opportunity to meet the requirements for eligibility, as follows:

101.07.07 INFORMATION REQUESTS ❖ **Aged, Blind and Disabled Programs**

The ABD applicant will be issued a 307, Request for Information to provide the information or take other requested action. At the end of this request period, if the ABD applicant has not supplied all necessary information or taken the all necessary action to determine eligibility, a follow-up request via DOM 309, Second Request for Information, will be issued.

101.07.07A REQUEST FOR ADDITIONAL TIME

If the ABD applicant subject to 45-day processing subsequently contacts the agency to request additional time, the specialist will explain the information that is still needed and inform the applicant they have the remainder of the 45-day processing period to provide the information. The specialist will verbally provide the final due date for the information, which will be the 45th day from the application date.

If the ABD applicant needs assistance in obtaining information, the specialist will assist in any way possible. However, if the applicant has not fully complied by the end of the 45-day period, the application must be denied because required verifications were not provided.